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21 August 1958

MEMORANDUM FOR: Assistant Director for Operations

25X1

SUBJECT : Request for Duplicate Punched IBM Cards on all [ ]  
25X1 [ ] Documents and Related Reference Service

REFERENCE : Your memo, dated 31 July 1958, re above subject

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1. Our Machine and Document Division people have advised me that we can furnish the [ ] with duplicates of the Intellex punched cards for [ ] reports for a modest expenditure of time and effort. 25X1

2. We understand from [ ] 25X1 that the number of requests to our Analysis Branch for the Intelligence Subject Code numbers which are pertinent to specific subject and area search requirements will be on the order of two per week.

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3. We will continue therefore to furnish [ ] with the duplicate punched printed cards as requested as long as our present system continues. In the event our system is to be changed, for example by Minicard, we will have to re-examine this procedure.

4. I would point out that we have been searching for ways to cut down the work of the Machine Division inasmuch as the total effort devoted to "odd jobs" does add up <sup>and</sup> on occasion requires overtime. Where we undertake operations for another office which nets them a saving of manpower, we believe we should share in that saving by a transfer of slots. You note in your memorandum that if we can provide this service [ ] can discontinue the classification of [ ] reports by area and subject, and thereby substantially reduce its current overtime costs. I would, therefore, appreciate your opinion as to the applicability of slot-transfer principle in this particular case.

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[ ]  
Assistant Director  
Central Reference

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[ ] :mtc

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